CITY OF LA VISTA
MAYOR AND CITY COUNCIL REPORT
SEPTEMBER 19, 2023 AGENDA

Subject:	Type:	Submitted By:
POSITION DESCRIPTION UPDATE	RESOLUTION ORDINANCE ◆ RECEIVE/FILE	KEVIN POKORNY DIRECTOR OF ADMINISTRATIVE SERVICES

SYNOPSIS

An updated position description for the Accounting Clerk has been prepared.

FISCAL IMPACT

N/A.

RECOMMENDATION

Approval.

BACKGROUND

Prior to advertising for a position, staff reviews the job to ensure that the job description is still applicable or if there is a need for updates or changes to the position. In reviewing the Administrative Assistant III – Clerk position, it has been determined that the position spends most of their time on accounts payable and accounting type functions.

Therefore, to receive candidates suitable for the position, the job should be reclassified as an Accounting Clerk. This is only a reclassification of the existing position.

K:\APPS\City Hall\CNCLRPT (Blue Letters)\23file\23   ADM Accounting Clerk Job Description 09.19.2023.Doc

POSITION DESCRIPTION
CITY OF LA VISTA

POSITION TITLE: Accounting Clerk
POSITION REPORTS TO: City Clerk ~~Finance Director/City Clerk~~
POSITION SUPERVISES:

DESCRIPTION:
Under the direction of the City Clerk~~Finance Director~~, performs a wide variety of accounting functions. Under the direction of the City Clerk, performs general front office duties and provides back-up support.

ESSENTIAL FUNCTIONS: ~~(with or without reasonable accommodation)~~
1. Prepares and processes accounts payable information and issues checks.
~~1.~~2. Answers and directs telephone calls and receives and responds to citizen, city staff and departmental inquiries
~~2.   Maintains vendor files and information.~~
3. Processes purchase orders.
4. Updates payroll maintenance bi-weekly.
5. Prepares and processes biweekly payroll information, including direct deposit transmission and issuing checks.
6. Processes the bi-weekly pension.
7. Performs data entry, including journal entry input.
8. Reviews daily bank deposits and balances to daily cash receipt reports.
9. Assists with account reconciliations.
10. ~~Prepares annual W2's and 1099 miscellaneous forms~~.
11. Assists departments with financial software package.
12. Maintains fixed asset records.
13. Ensures the accuracy of accounting and maintains financial data computer input.
14. Assists in annual audit.
15. Prepares and processes all tax statements.
16. A working knowledge of the general ledger system. ~~in order to assist in the absence of Finance Director.~~
~~17. Answers telephone and directs calls to appropriate parties or takes messages.~~
~~18.~~17.   Greets visitors, determines nature and purpose of visit in order to direct them appropriately.
~~19.~~18.   Receives and responds to city staff and citizen inquiries ~~via telephone or in person.~~
~~20.~~19.   Addresses inquiries from vendors and staff relating to payments of claims.
~~21.~~20.   Assists Human ~~Resourses~~Resources in a~~A~~ddress~~inges~~ inquiries from City employees regarding direct deposit and paycheck issues.
~~22.~~ Conducts or assists with special projects as required.
~~23.~~21.   Performs other duties as directed or as the situation dictates.

~~Note: Physical examination and drug screening tests will follow all conditional offers of employment.~~

ESSENTIAL PHYSICAL AND ENVIRONMENTAL DEMANDS: (with or without reasonable accommodation)
The physical demands here are representative of those that must be met by an employee to successfully perform the essential functions of the job.

•   Work is performed mostly in a shared office settings.   Hand-eye coordination is necessary to operate computers and various pieces of office equipment.
•   While performing the duties of this job, the employee is occasionally asked to stand or sit; walk; use hands to finger, handle, feel or operate objects, tools or controls and reach with hands and arms. ~~The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl; talk and hear.~~
•   The employee must occasionally lift and/or move up to 10 pounds.
•   Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, ~~depth perception~~ and the ability to adjust focus.

EDUCATION, TRAINING, LICENSE, CERTIFICATION AND EXPERIENCE
1.   Graduation from an approved high school or GED equivalency,
1.   Associate degree or higher in accounting, finance or business required.
2.   Two years of accounting/bookkeeping experience, preferred.

KNOWLEDGE, SKILLS AND ABILITIES
1.   Knowledge of Generally Accepted Accounting Principles.
2.   Knowledge of the municipal budgeting process.
3.   Knowledge of standard office policies and procedures.
4.   Knowledge of auditing and reconciliation processes.
5.   Basic mathematical and money changing skills.
6.   Basic knowledge of word-processing, spreadsheets and databases, preferably MS Office, Word, Excel and Access.
7.   Ability to read and write proficiently.
8.   Ability to effectively communicate and provide information to supervisors, peers and subordinates in person, by telephone, in writing and via email.
9.   Ability to be pleasant with supervisors, peers and subordinates and display a good-natured, cooperative attitude.
10.   Ability to work effectively as part of a team, making positive contributions to the group and supporting other members.
11.   Ability to work independently without direct supervision.
12.   Good Excellent telephone and customer service skills.
13.   Ability to operate office equipment such as personal computer, postage meter, photocopier and fax machine.
14.   Ability to develop constructive and cooperative working relationships with supervisors, peers and subordinates and maintain them over time.
15.   Ability to establish and maintain effective working relations with elected and appointed officials and the public.
16.   Ability to maintain regular and dependable attendance on the job.

Disclaimer:
This position description does not constitute an employment agreement between the City and the employee, and is subject to change by the employer as the needs of the City and the requirements of the position change over time.

Note: Physical examination and drug screening tests will follow all conditional offers of employment.

I have read and understand the requirements of this position description.

_____   _____
(Signature)   (Date)